

UNITED STATES DEPARTMENT OF AGRICULTURE

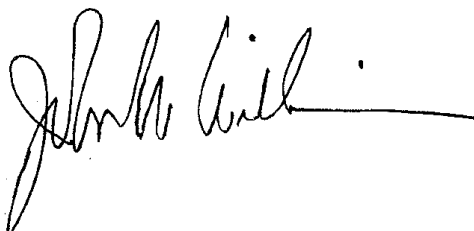
Farm Service Agency
Washington, DC 20250

Notice IRM-305

For: State and County Offices

Completing FSA-765, Backup Log

Approved by: Deputy Administrator, Management



1 Overview

A

Background

ORAS has recently completed the County Operations Review Program Report for FY 1999. The report noted that, in 35 percent of the offices reviewed, FSA-765 was not being completed as required in 2-IRM.

B

Purpose

This notice reminds all offices of the importance of completing FSA-765.

2 Action

A

**State and
County Office
Action**

State and County Offices shall complete FSA-765 **each time** a backup is created according to 2-IRM, subparagraph 168 E. FSA-765 can be essential in organizing backup material and recovery in the event of a system crash or other hazards.

Disposal Date

October 1, 2000

Distribution

State Offices; State Offices relay to County
Offices